

CASEWORKER DESK REFERENCE (Effective January 1, 2018)

| 130% MAXIMUM INCOME LIMIT | | 100% MAXIMUM INCOME LIMIT | 200% CATEGORICAL ELIGIBILITY MAXIMUM INCOME LIMIT | MAXIMUM ALLOTMENT | FOOD AND NUTRITION SERVICES DEDUCTIONS | | | |
|---------------------------|--------|---------------------------|---|---------------------|--|-------|------|--------------------|
| FNSU SIZE | Gross | Net | Gross | Effective 10/1/2017 | SUA | BUA | TUA | STANDARD DEDUCTION |
| 1 | \$1307 | \$1005 | \$2010 | \$192 | \$400 | \$276 | \$35 | \$160 |
| 2 | \$1760 | \$1354 | \$2708 | \$352 | \$440 | \$303 | | |
| 3 | \$2213 | \$1702 | \$3404 | \$504 | \$484 | \$333 | | |
| 4 | \$2665 | \$2050 | \$4100 | \$640 | \$528 | \$363 | | |
| 5 | \$3118 | \$2399 | \$4798 | \$760 | \$576 | \$396 | | \$199 |
| 6 | \$3571 | \$2747 | \$5494 | \$913 | | | | \$228 |
| 7 | \$4024 | \$3095 | \$6190 | \$1009 | | | | |
| 8 | \$4477 | \$3444 | \$6888 | \$1153 | | | | |
| Each Additional Member | (+453) | (+349) | (+698) | (+144) | | | | |

THE FOLLOWING HOUSEHOLDS ARE NOT ELIGIBLE FOR CATEGORICAL ELIGIBILITY:

- Any member is disqualified for an intentional program violation (IPV),
- Any member is disqualified for an conviction of a drug felony since August 23, 1996, for an act committed on or after August 23, 1996 or
- The head of household is ineligible for failing to comply with work requirements as required in Section 240, Work Requirements.

Categorically eligible households are not subject to the resource, gross and net income limits. Non-categorically eligible households are subject to resource, gross and net income limits. Non-categorically eligible households that contain specified individuals are only subject to the resource and net income limits.

| ADDITIONAL FOOD AND NUTRITION SERVICES DEDUCTIONS | | | | |
|---|--------|---|----------|------------------------------------|
| Earned Income Deduction | | 20% | | |
| Dependent Care Deduction | | Actual incurred expense | | |
| Excess Shelter Deduction Cap | | \$535 for FNSU’s without a Specified Person | | |
| FNS RESOURCE LIMITS | | Max. SSI or SSI & SSA/Other Income | | |
| Categorically Eligible FNSU | NONE | SSI amount October-2017 | | Current SSI amount January-2018 |
| Non-categorically eligible FNSU’s with a member age 60 or older or disabled | \$3500 | Single Person | \$735 | \$750 |
| All other non-categorically eligible FNSU’s | \$2250 | Couple | \$1103 | \$1125 |
| Medicare Premium | | | \$134.00 | \$134.00 |
| FNS CONVERSION OF INCOME/EXPENSES TO A MONTHLY AMOUNT | | | | |
| Weekly x 4.3 | | Biweekly (every two weeks) x 2.15 | | Semi-monthly (twice per month) X 2 |

FOOD AND NUTRITION SERVICES TIME STANDARDS

APPLICATIONS *Recipient must receive Food and Nutrition Services benefits no later than:*

Emergency Service **7th calendar day**

Normal Processing **30th calendar day**

Application can be reopened if verifications are provided by the 60th day from the date of application.

Do not deny an application before the 30th day for failure to provide verification. If the 30th day falls on a weekend or a holiday, deny the application on the next work day.

APPLICATIONS FOR RECERTIFICATION

Case must be completed by:

Timely Recerts **Last workday of the month**

Untimely Recerts **30th calendar day**

Late Recerts **30th / 7th calendar day**

(Late Recert is an application that is filed in the month after the last month of the certification period)

Timely / Untimely Recerts:

- If an application for recertification (timely and untimely) is denied for failure to provide required verification, it may be reopened if all verifications are provided by the 60th day following the date of application.
 - If the FNSU provides the required verifications by the 30th day, process the case using the original date of application.
 - If the FNSU provides the required verifications from the 31st to the 60th day then the case may be reopened. Use the date the required verification is received as the date of application and prorate the benefits.

Late Recerts:

- Do not deny late recertification before the 30th day for failure to provide verification. If the 30th day falls on a weekend or a holiday, deny the application on the next work day.
- Do not reopen / approve a late recert if the required verifications are provided after the 30th day.

NOTICES

DSS-8650 (Request for Information) **10 calendar days to return info**

Notice of Adverse Action **10 workdays before action taken**

HEARING REQUESTS

To receive continued benefits **10 workdays**

NO continued benefits **90 calendar days**